

Technical Training Competency 1.13

Competency 1.13 Technical training personnel shall demonstrate a working level knowledge of the requirements and attributes associated with an effective records management system.

1. Supporting Knowledge and Skills

- a. Describe the difference between individual training records and program training records.
- b. Describe the difference between training records and qualification records.
- c. List and discuss the items that would typically be found in a individual training record.
- d. List and discuss the items that would typically be found in a training program record.
- e. List and discuss the items that would typically be found in a qualification record.
- f. Explain the legal aspects associated with accessing individual training and qualification records.
- g. Describe the difference between an archival records system and a dynamic record retrieval system.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read pages 27 through 28, DOE-NE-STD-1001-91, U.S. Department of Energy Guideline, *Guide to Good Practices for Training and Qualification of Instructors*.

Technical Training Competency 1.13

Read pages 49 and 50, DOE-HDBK-1078-94, U.S. Department of Energy Handbook, *Training Program Handbook: A Systematic Approach to Training*.

Read page 28, DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training*.

Review pages 6 through 21, *Training Manager's Resource Guide*, TRADE.

EXERCISE 1.13-A Review components of an individual training record, as found on page 50, Section 5.3.2, DOE-HDBK-1078-94.

EXERCISE 1.13-B Review components of a training program record, as found on pages 49 through 50, Section 5.3.1, DOE-HDBK-1078-94.

EXERCISE 1.13.C Review procedures for developing training records, found on pages 6 through 18 of *The Training Manager's Resource Guide*, TRADE. Identify some factors to consider in developing record keeping procedures.

3. Summary

The training records management program ought to be detailed enough to provide identification and verification of required training, assist management in monitoring the effectiveness of training programs, and provide a historical reference of training activities. Records of each trainee's participation and performance in the qualification and continuing training programs should be maintained in an auditable manner.

4. Exercise Solutions

EXERCISE 1.13-A Review components of an individual training record, as found on page 50, 5.3.2, DOE-HDBK-1078-94.

ANSWER 1.13-A Individual training records should include the types of general information listed on page 50, Section 5.3.2, DOE-HDBK-1078-94.

EXERCISE 1.13-B Review components of a training program records, as found on page 49 through 50, 5.3.1, DOE-HDBK-1078-94.

ANSWER 1.13-B Training program records should include the types of general information listed on page 50, Section 5.3.1, DOE-HDBK-1078-94.

Technical Training Competency 1.13

EXERCISE 1.13-C Review procedures for developing training records, found on page 6 through 18 of Training Manager's Resource Guide, TRADE. Identify some factors to consider in developing recordkeeping procedures.

ANSWER 1.13-C Some general factors to consider in developing record-keeping procedures:

- Sufficiency
- Maintenance of current and complete information
- Confidentiality
- Accessibility
- Security and storage